

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Workers' Compensation – Training Courses for 2009	REFERENCE NUMBER: 2008-048
DATE ISSUED: 12/12/08	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Personnel Transactions Supervisors
Return-to-Work Coordinators
Health and Safety Officers**

FROM: Department of Personnel Administration
Benefits Division

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Please visit our web site at <http://www.dpa.ca.gov/benefits/workers-comp/main.htm> and view "Training for HR Staff" to see descriptions of the following events:

Return-to-Work Training Course (registration required)

This three day course will only be offered ONE TIME in 2009 in the Gerald H. Goldberg Auditorium at the Franchise Tax Board, 9646 Butterfield Way, Sacramento, CA 95812.

- April 29 – May 1, 2009

Return-to-Work Refresher Course (registration required)

This one day course will be offered six different days in five different locations, please come to the class most convenient for you.

- June 4, 2009 ~ 2450 Venture Oaks Drive, Sacramento 95833
- June 5, 2009 ~ 2450 Venture Oaks Drive, Sacramento 95833
- July 29, 2009 ~ 6301 Day Street, Riverside 92507
- September 2, 2009 ~ 7370 North Palm Avenue, Fresno 93711
- September 3, 2009 ~ 9801 Camino Media, Bakersfield 93311
- October 20, 2009 ~ 2175 Shasta View Drive, Redding 96003

Return-to-Work Forum (no registration necessary)

The quarterly forums will be held at the Joe Serna Jr, Cal/EPA Headquarters Building, 1001 "I" Street, Sacramento, CA 95814 from 8:30 am to noon on the following dates:

- February 11, 2009
- May 6, 2009
- August 5, 2009
- November 4, 2009.

The forums will also be simultaneously web cast so interested staff who cannot attend will be able to participate via the internet. Before each forum, an agenda and log on instructions will be sent to all return-to-work coordinators.

If you have any questions that our web site cannot answer, please contact Tracy Caldwell.

/s/Greg Beatty

Greg Beatty, Chief
Benefits Division